

REQUEST FOR PROPOSAL



County of Orange
Registrar of Voters
P.O. Box 11298
Santa Ana, CA 92711
(714) 567-7600

PROPOSALS MUST BE RECEIVED PRIOR
TO 4:00 P.M. PST
March 26, 2003

Proposal Number: RNZ0000002

File Folder No: 519100

INSTRUCTIONS:

1. SUBMIT 4 COPIES OF YOUR PROPOSAL.
2. RETURN THIS PAGE SIGNED, WITH PROPOSAL.
3. ALL PROPOSALS ARE TO BE IDENTIFIED WITH RFP #, AND RETURNED IN A SEALED ENVELOPE OR PACKAGE.
4. DECLINATION - IN THE EVENT YOU ELECT NOT TO SUBMIT A PROPOSAL, INFORM US ON THIS FORM AND RETURN BY THE DUE DATE INDICATED.
5. FOR FURTHER INFORMATION, CONTACT:

Katherine Gold
Registrar of Voters
Kate.Gold@ocgov.com
(714) 567-5107
FAX (714) 567-5035

ADDENDUM NUMBER 1 RNZ0000002 – UPDATE STRATEGIC PLAN

Notice is hereby give that the County of Orange, Registrar of Voters is issuing Addendum No. 1 to RFP#RNZ0000002. This Addendum No. 1 forms and becomes an integral part of the RFP document.

The RFP together with this Addendum, No. 1, constitutes the entire understanding between each of the participating offerors and the County of Orange, Registrar of Voters. The changes to the RFP as set forth herein, shall be incorporated into your proposal where required and considered in your proposal submission. In the event of a conflict between the RFP and this Addendum, No. 1, Addendum No. 1 shall govern. **This addendum must be signed and returned with your proposal response.**

Addendum No. 1 is being issued to provide:

1. Questions & Answers from potential offerors .
2. Revise the insurance requirements.

An original proposal and three copies shall be clearly marked as such with the above identifying RFP number and submitted in sealed envelopes no later than **4:00 p.m.** on April 18, 2003 to the following location:

Registrar of Voters
Reception Area – First Floor
1300 S. Grand Ave. Building C
Santa Ana, CA 92705

Proposals must be time stamped on the outside of the sealed envelope by the Registrar of Voters Front Office. It is the responsibility of the offeror to ensure that delivery is made to the Registrar of Voters, First Floor.

All questions and inquiries related to this RFP or Addendum No. 1 must be directed to Kate Gold, Registrar of Voters Office, 1300 S. Grand Ave., Bldg C, Santa Ana, CA 92705 by fax 714-567-5035 or e-mail kate.gold@ocgov.com.

**For this Proposal to be valid this sheet
and sheet one must be signed.**

Signature

I have read, understood and agree to all statements in this Request for Proposals and to the attached terms and conditions.

THE COUNTY OF ORANGE RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS.

Company Name as it appears on your invoice

Phone Number

Address

Authorized Signature (Sign all copies)

Title

Fed ID#

Date

Name of party to contact in reference to this proposal

Phone Number

Small Business: ☐ YES ☐ NO

Minority/Women-Owned Business: ☐ Hispanic,
☐ Asian, ☐ Black, ☐ American Indian,
☐ Caucasian, ☐ Other

**PLEASE RETURN THIS SHEET WITH YOUR PROPOSAL AND REQUIRED
SIGNATURE(S)**

Item #1. Questions & Answers from potential vendors

Q1.) The Registrar of Voters stated that he has a knowledgeable and capable staff. Is the Project Manager supposed to utilize their knowledge and experience and pull it together to execute the plan?

A1.) Yes, while incorporating the Registrar of Voters ideas on where we are going.

The Project Manager should also keep in mind that the Registrar of Voters has two separate areas to deal with; operating internally and external forces impacting our operation such as the legislative environment and public perception.

The Project Manager will have access to MAXIMUS/Hart for community outreach. The Registrar of Voters concern is that we are communicating with the community and getting feedback. We need to make sure we have the skills and tools to do outreach. Additionally, our phone system (IVR) should be responding properly and helping our customers.

Q2.) Who is the Primary Contact?

A2.) Kate Gold until after the contract is signed.

Q3.) Will office space be provided?

A3.) Yes. Desk space, two computer hook-ups, a secure area on LAN, and an e-mail address if you would like.

Q4.) Does the last page of the RFP refer to Labor Classification/Job Title?

A4.) Yes.

Q5.) What is the timeframe, 11 weeks?

A5.) Yes, but we could add a few weeks if necessary.

Q6.) Will the DRE be used in the 2004 Primary?

A6.) Yes, March 2, 2004.

Q7.) Will Maximus/Hart be in place in time for scheduled kick-off?

A7.) Yes.

Questions posed apart from the Pre-proposal meeting

Q8.) Section II – Item 1.3, page 10, Certification and Understanding – I'm not clear what is required here. I didn't see a Certification Form which is the typical procedure. Should I just include a statement that I understand and agree with the statement in item 1.3?

A8.) The Certification of understanding is at the bottom of p. 2 of the RFP.

Q9.) Section II – Item 4.2, page 11, Certification of Insurance – The insurance requirements seem to be excessive for a three-month engagement performing a scope of work that is typically benign and does not result in liability issues. Is professional liability and sexual misconduct insurance really necessary? I've never even heard of sexual misconduct liability insurance. I occasionally carry professional liability insurance but usually on much bigger projects, usually audits. Is it possible to get a waiver on these two coverages?

A9.) The Sexual Misconduct Liability will be waived for this contract. Professional Liability will probably not be waived. This is a County of Orange requirement and does not originate in the Office of the Registrar.

Q10.) Section II, Item 9, Page 12, References – I can provide three references with all of the information requested but not in the form of a letter. Reference letters are time consuming to get and former clients can be real slow to provide them. My references would be happy to field a phone call to confirm the information I provide. Is this satisfactory?

A10.) Names, phone numbers and the nature and scope of the project performed will meet this requirement.

Q11.) Section II, Item 13, page 12 – Vendor Advisory – I'm not clear what is being requested here.

A11.) Nothing is required here. It is included only to advise vendors that the County does not take a position on the use of lobbyists or other consultants for the purpose of securing vendors.

Q12.) What role does MGT of America currently have or had in the recent past at the Registrar of Voters? Are they precluded from bidding on this project? Have they indicated any interest in bidding?

A12) MGT of America has no current role with the County of Orange Registrar of Voters. They recently completed a contract to manage consideration of the proposals to provide electronic voting solutions for the County of Orange. They would not be precluded from bidding on this project if they so desired.

Item #2: Revise insurance requirements. See Answer A9 above. Sexual Misconduct Liability is not required for this contract.

Preproposal Meeting Attendance:

Sapphire Technologies
GCAP Services
American Management Systems
BD Spatial Integrated Information Systems